



April 11, 2011

MEMORANDUM:

To: Grosvenor Square Home Owners

From: Grosvenor Square Board of Directors

Subject: Revised Specifications for Window Replacement

The Board of Directors of the Grosvenor Square Home Owners Association has approved revised specifications for window replacement. These revisions were made after careful consideration of the following:

- Maintaining the architectural integrity of the community.
- Homeowners' request for economically priced windows.
- Numbers of years the window manufacturers have been in business.

For more specific information please review the attached documents including the disclaimer.

In order to install the new replacement windows the *Architectural Change Application and Review Form for Window and Sliding Door Replacement* must be first submitted along with all the required supporting documents and samples. (See attachments)

Home owners are encouraged to do exploration on their own to find other suppliers who carry the windows that meet the revised specifications. If you are successful in your search please send our property manager, Robert Ackerman, documentation using our *architectural change* application and review form.

It is strongly recommended that a contract **not** be signed until formal approval of the architectural change application and review form.

It is important to note that the GSHOA does not recommend and does not endorse any of the suppliers, manufacturers, or products. (See attached disclaimer).

If you have any questions, please contact a Board Member or our property manager at the above telephone number.